

Appendix XI. Inspection Forms

This Page Left Intentionally Blank.

Recheck Assessment	BMPs	N/A	Fully Impl.	Prtly Impl.	Not Impl.	Comments	Shrd Resp
FI PI NI / /	Keep loading/unloading areas, including drains, free of debris						
FI PI NI / /	Keep storm drains on site free of litter, debris, food, and grease						
FI PI NI / /	Mark drains/inlets on site with "no dumping, drains to ocean" or similar signage						
FI PI NI / /	Dispose of wash water appropriately					<input type="checkbox"/> Unknown	
FI PI NI / /	Clean floor mats in locations that do not drain to storm drain system					<input type="checkbox"/> Unknown	
FI PI NI / /	Dispose of water from fire sprinkler maintenance activities appropriately					<input type="checkbox"/> Unknown	
C.2 Landscaping							
FI PI NI / /	Employ adequate erosion prevention measures (vegetation or physical stabilization)						
FI PI NI / /	Eliminate over watering/over-irrigation						
FI PI NI / /	Properly store and dispose of green waste					<input type="checkbox"/> Unknown	
FI PI NI / /	Properly manage pesticides/fertilizer; use IPM when feasible					<input type="checkbox"/> Unknown	
C.3 Materials and Wastes							
FI PI NI / /	Protect trash area from contact with storm water						
FI PI NI / /	Keep trash area free of litter and debris, liquids, powders, sediment						
FI PI NI / /	Adequately cover materials stored outside						
FI PI NI / /	Prevent run-on from contacting materials stored outdoors						
FI PI NI / /	Properly label outdoor storage containers						
FI PI NI / /	Equip liquid storage containers with secondary containment					<input type="checkbox"/> Minimum containment	
FI PI NI / /	Keep secondary containment free of spills and rainwater						
FI PI NI / /	Properly store and dispose of hazardous materials					<input type="checkbox"/> Minimum cover Waste Hauler: _____	
FI PI NI / /	Provide an accessible, functional spill response kit						
FI PI NI / /	Dispose of water generated by processing activities appropriately						
FI PI NI / /	Dispose of pool, spa, fountain, and filter backwash water properly					<input type="checkbox"/> Unknown	
FI PI NI / /	Manage animals and animal waste to prevent animal waste from being transported in runoff						

Recheck Assessment	BMPs	N/A	Fully Impl.	Prtly Impl.	Not Impl.	Comments	Shrd Resp				
C.4 Equipment, Vehicles, and Outdoor Activities											
FI / PI / NI	Conduct outdoor activities within contained areas (under canopy, bermed)										
FI / PI / NI	Ensure drip pans are available to collect leaks/spills from vehicles on site										
FI / PI / NI	Drain fluids from all non-operational vehicles outdoors										
FI / PI / NI	Provide materials (berm, mat, etc.) to protect storm drain inlets from upstream activities/storage										
FI / PI / NI	Perform vehicle/equipment washing in a contained area where runoff does not enter MS4										
C.5 Other											
FI / PI / NI	Identify and eliminate illicit connections and illegal discharges					<input type="checkbox"/> Discontinued and cleaned <input type="checkbox"/> Add'l BMPs required					
FI / PI / NI	Provide storm water training for appropriate employees										
FI / PI / NI	Develop a written plan for identifying appropriate BMPs and describing proper implementation										
C.6 Additional Required Actions											
C.7 Additional Questions		Comments									
Treatment control BMPs regularly maintained? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> N/A		<input type="checkbox"/> Filter insert <input type="checkbox"/> Hydrodynamic separator <input type="checkbox"/> Debris screen <input type="checkbox"/> Vegetated swale <input type="checkbox"/> Vegetated filter strip <input type="checkbox"/> Bioretention <input type="checkbox"/> Filtration <input type="checkbox"/> Detention/ sedimentation basin <input type="checkbox"/> Containment and evaporation or reuse									
Were any educational materials distributed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list: Letter Reg FAQ NOI NONA/NEC IF IF-S SP SP-S IS IS-S AF AF-S DU DU-S MB CW TBT TBT-S WC TB Poster TB Poster-S BMP Poster BMP Poster-S Permit WaterLetter WaterLetter-V WaterLetter-S GW BMP Guide(s): Trash Trash(S) Wash Landscape Landscape(S) Pet Template(s): Spill BMP Edu Haz Inv											
D. SUMMARY											
Level of knowledge regarding storm water issues:			Priority breakdown: PDPA=5 Y N 1 Continual IC/ID Y N 1								
Level of cleanliness/BMP implementation of site:			PDPA=4 Y N 2 Hazmat/Liquids Y N 2								
Follow-Up Priority: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> None		<input type="checkbox"/> All areas of concern corrected during routine inspection									
<input type="checkbox"/> SW Hotline Case Referral # 35- <input type="checkbox"/> Unverified outdoor sewer drain (location, type, use): _____		<input type="checkbox"/> County Hazmat Referral #12- _____ _____ _____									
<input type="checkbox"/> Complete NONA/NEC; <input type="checkbox"/> Ensure outdoor areas remain free of _____ to maintain compliance with NONA/NEC.											
E. POLLUTANT DISCHARGE POTENTIAL ASSESSMENT (1-5)											
Sediment	Nutrients	Aluminum	Iron	Heavy Metals	Organic Cmpds	Trash and Debris	Oxygen Dmding	O & G	Bacteria/ Viruses	Pesticides	Acid/Base

Industrial/Commercial Storm Water Inspection Form

Page 3 of 3

CITY OF SAN DIEGO
CASE PROGRESS ATTACHMENT

F. AREAS OF CONCERN

☐ Business-specific Areas of Concern

☐ Property Owner-specific Areas of Concern

G. RESOLUTION / RESPONSE

☐ Recheck efforts initiated: Date ____/____/____ Status Update: ☐ Moved, Vacant ☐ Moved, Replaced by _____

H. RECHECK RESULTS

Case Progress Log:

Event Date	Event Type (Site visit, etc)	Notes
____/____/____		
____/____/____		
____/____/____		
____/____/____		
____/____/____		
____/____/____		
____/____/____		
____/____/____		

Outstanding Areas of Concern ☐ No change since routine inspection ☐ SW Hotline Case Referral # 35- _____

Additional Required Actions:

☐ Business-specific Areas of Concern

☐ Property Owner-specific Areas of Concern

Pollutant Discharge Potential Assessment

Sediment	Nutrients	Aluminum	Iron	Heavy Metals	Organic Cmpds	Trash and Debris	Oxygen Dmding	O & G	Bacteria/ Viruses	Pesticides	Acid/Base

I. CASE SUMMARY

Level of cleanliness/BMP implementation of site:

Case Resolved Date: ____/____/____

FOLLOW-UP PRIORITY: ☐ 1 ☐ 2 ☐ 3 ☐ NONE

CITY OF SAN DIEGO
INDUSTRIAL ATTACHMENT

STATE GENERAL INDUSTRIAL PERMIT COMPLIANCE

SPECIFIC ACTION(S) REQUIRED TO CORRECT AN OBSERVED VIOLATION

- ☐ File a Notice of Intent (NOI) with the State Water Resources Control Board (SWRCB)
 - ☐ For "Conditional" facilities only: this site may be able to qualify for exemption from obtaining Industrial Permit coverage. Please contact the RWQCB for details.
- ☐ Develop and implement a Storm Water Pollution Prevention Plan (SWPPP)
- ☐ Develop and implement a storm water monitoring program

Additional notes and/or actions required:

SWPPP REVIEW

Does facility maintain a SWPPP/BMP Plan: ☐ Yes ☐ No ☐ Unknown ☐ Not Available

Was SWPPP Reviewed? ☐ Yes ☐ No

SWPPP Components:

- | | |
|---|---|
| <input type="checkbox"/> Site Map/Description | <input type="checkbox"/> Pollutant Sources/Risks |
| <input type="checkbox"/> Materials List | <input type="checkbox"/> Compliance Activity Schedule (procedures to conduct annual site compliance evaluation) |
| <input type="checkbox"/> Significant Spills/Leaks | <input type="checkbox"/> Employee Training |
| <input type="checkbox"/> Pollution Prevention Team (identification of current team members) | <input type="checkbox"/> Accessible to staff |
| <input type="checkbox"/> Industrial Activities | <input type="checkbox"/> Storm Water BMPs |

STORM WATER MONITORING PROGRAM

Does this facility have a storm water monitoring program? ☐ Yes ☐ No ☐ N/A

Was appropriate monitoring conducted during the most recent wet season? ☐ Yes ☐ No



CITY OF SAN DIEGO

STORM WATER COMPLIANCE INSPECTION FOR INDUSTRIAL AND COMMERCIAL PROPERTIES

Inspected by D-MAX Engineering, Inc.



Inspector Name _____ Date ____ / ____ / ____ Time ____ AM / PM ☐ Add to DB

Type of Inspection: ☐ Routine - Property **Result:** ☐ Full Inspection ☐ Not Inventoried ☐ Not in City Jurisdiction
☐ Duplicate of: _____ ☐ Inactive

A. PROPERTY INFORMATION

Property	Property Management Info
Property Name* _____	<input type="checkbox"/> Entered/Verified <input type="checkbox"/> Unknown <input type="checkbox"/> Owner
Street Address _____	Name _____
Owner Contact: _____	Mailing Address _____
Owner Telephone # (____) _____ - _____ ext. _____	Responsible Person(s) _____
Owner Fax # (____) _____ - _____ ext. _____	Title: _____
Owner E-Mail: _____	Prop Mgmt Telephone # (____) _____ - _____ ext. _____
<i>* If change in property info, include old name/address here:</i>	Prop Mgmt Fax # (____) _____ - _____
<u>Old Property Name:</u> _____	Prop Mgmt E-Mail: _____
<u>Old Property Address:</u> _____	
Facility personnel present: _____	

B. FACILITY/SITE INFORMATION ☐ Shopping Center ☐ Office Park ☐ Industrial Park ☐ _____
Status Update: ☐ Not Inventoried ☐ Duplicate ☐ Inactive ☐ Not in City Jurisdiction: _____

Primary APN: _____ ☐ Entered/Verified

New APNs: _____; _____; _____

APNs to Remove: _____; _____; _____

Verified outdoor sewer drain: _____

C. BMP ASSESSMENT

Recheck Assessment	BMPs	N/A	Fully Impl.	Prtly Impl.	Not Impl.	Comments	Tnt Res
C.1 General							
FI PI NI / /	Keep site free of litter, debris, and sediment using dry methods						
FI PI NI / /	Keep outdoor areas free of spills and leaks						
FI PI NI / /	Collect water from pressure washing or hosing and dispose of appropriately					<input type="checkbox"/> Unknown	
FI PI NI / /	Keep loading/unloading areas, including drains, free of debris						
FI PI NI / /	Keep storm drains on site free of litter, debris, and food and grease debris						
FI PI NI / /	Mark drains/inlets on site with "no dumping, drains to ocean" or similar signage						

Recheck Assessment	BMPs	N/A	Fully Impl.	Prtly Impl.	Not Impl.	Comments	Tnt Resp
FI PI NI / / /	Dispose of wash water appropriately					<input type="checkbox"/> Unknown	
FI PI NI / / /	Clean floor mats in locations that do not drain to storm drain system					<input type="checkbox"/> Unknown	
FI PI NI / / /	Dispose of water from fire sprinkler maintenance activities appropriately					<input type="checkbox"/> Unknown	
C.2 Landscaping							
FI PI NI / / /	Employ adequate erosion prevention measures (vegetation or physical stabilization)						
FI PI NI / / /	Eliminate over watering/over-irrigation						
FI PI NI / / /	Properly store and dispose of green waste					<input type="checkbox"/> Unknown	
FI PI NI / / /	Properly manage pesticides/fertilizer; use IPM when feasible					<input type="checkbox"/> Unknown	
C.3 Materials and Wastes							
FI PI NI / / /	Protect trash area from contact with storm water						
FI PI NI / / /	Keep trash area free of litter and debris, liquids, powders, sediment						
FI PI NI / / /	Adequately cover materials stored outside						
FI PI NI / / /	Prevent run-on from contacting materials stored outdoors						
FI PI NI / / /	Properly label outdoor storage containers						
FI PI NI / / /	Equip liquid storage containers with secondary containment					<input type="checkbox"/> Minimum containment	
FI PI NI / / /	Keep secondary containment free of spills and rainwater						
FI PI NI / / /	Properly store and dispose of hazardous materials					<input type="checkbox"/> Minimum cover Waste Hauler: _____	
FI PI NI / / /	Provide an accessible, functional spill response kit					<input type="checkbox"/> Unknown	
FI PI NI / / /	Dispose of water generated by processing activities appropriately						
FI PI NI / / /	Dispose of pool, spa, fountain, and filter backwash water properly					<input type="checkbox"/> Unknown	
FI PI NI / / /	Manage animals and animal waste in a manner that prevents animal waste from being transported in runoff						

Recheck Assessment	BMPs	N/A	Fully Impl.	Prtly Impl.	Not Impl.	Comments	Tnt	Resp																
C.4 Equipment, Vehicles, and Outdoor Activities																								
FI / PI / NI /	Conduct outdoor activities within contained areas (under canopy, bermed)																							
FI / PI / NI /	Ensure drip pans are available to collect leaks/spills from vehicles on site																							
FI / PI / NI /	Drain fluids from all non-operational vehicles stored outdoors																							
FI / PI / NI /	Provide materials (berm, mat, etc.) to protect storm drain inlets from nearby or upstream activities or storage																							
FI / PI / NI /	Perform vehicle/equipment washing in a contained area where runoff does not enter the storm water conveyance system																							
C.5 Other																								
FI / PI / NI /	Identify and eliminate illicit connections and illegal discharges	N/A	Fully Impl.	Prtly Impl.	Not Impl.	<input type="checkbox"/> Discontinued and cleaned during inspection <input type="checkbox"/> Add'l BMPs required for permanent abatement																		
C.6 Additional Required Actions																								
C.7 Additional Questions																								
TCBMPs maintained? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unk <input type="checkbox"/> N/A		TCBMP Insp'n? <input type="checkbox"/> Yes		<input type="checkbox"/> Filter insert <input type="checkbox"/> Hydrodynamic separator <input type="checkbox"/> Debris screen <input type="checkbox"/> Vegetated swale <input type="checkbox"/> Vegetated filter strip <input type="checkbox"/> Bioretention <input type="checkbox"/> Filtration <input type="checkbox"/> Detention/ sedimentation basin <input type="checkbox"/> Containment and evaporation or reuse																				
Were any educational materials distributed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list: Letter Reg FAQ NOI NONA/NEC IF IF-S SP SP-S IS IS-S AF AF-S DU DU-S MB CW TBT TBT-S WC TB Poster TB Poster-S BMP Poster BMP Poster-S Permit WaterLetter WaterLetter-V WaterLetter-S GW BMP Guide(s): Trash Trash(S) Wash Landscape Landscape(S) Pet Template(s): Spill BMP Edu Haz Inv																								
D. SUMMARY																								
Level of knowledge regarding storm water issues:				Priority breakdown: <table border="1"> <tr> <td>PDPA=5</td> <td>Y</td> <td>N</td> <td>1</td> <td>Continual IC/ID</td> <td>Y</td> <td>N</td> <td>1</td> </tr> <tr> <td>PDPA=4</td> <td>Y</td> <td>N</td> <td>2</td> <td>Hazmat/Liquids</td> <td>Y</td> <td>N</td> <td>2</td> </tr> </table>					PDPA=5	Y	N	1	Continual IC/ID	Y	N	1	PDPA=4	Y	N	2	Hazmat/Liquids	Y	N	2
PDPA=5	Y	N	1	Continual IC/ID	Y	N	1																	
PDPA=4	Y	N	2	Hazmat/Liquids	Y	N	2																	
Level of cleanliness/BMP implementation of site:																								
Follow-Up Priority: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> None				<input type="checkbox"/> All areas of concern corrected during routine inspection																				
<input type="checkbox"/> SW Hotline Case Referral # 35-				<input type="checkbox"/> County Hazmat Referral #12-																				
<input type="checkbox"/> Unverified outdoor sewer drain (location, type, use): _____ _____				_____ _____																				
E. POLLUTANT DISCHARGE POTENTIAL ASSESSMENT (1-5)																								
Sediment	Nutrients	Aluminum	Iron	Heavy Metals	Organic Cmpds	Trash and Debris	Oxygen Dmding	O & G	Bacteria/ Viruses	Pesticides	Acid/Base													

City of San Diego - Urban Runoff Management Plan
MUNICIPAL FACILITY SITE COMPLIANCE INSPECTION CHECKLIST

Department: _____		First Inspection _____ Second Inspection _____		
Inspector: _____		Phone Number: _____		
		Date _____		
Facility Name _____				
Address _____			Zip Code _____	
Question	Y	N	N / A	(If "NO") Resolution
General				
1	Has the employee performing this inspection had activity-specific storm water BMP training this year?			
2	Are activity-specific BMPs in place?			
3	Are your contractors adhering to the minimum BMPs that were listed in the contract?			
4	Is your facility reasonably clean and free of litter and debris?			
5	Are parking lots reasonably clean and free of debris? If sweeping the lot, note estimated substance and weight of debris in tons.			
6	Is landscaped area irrigation contained within the landscaped area?			
7	Are pesticides/herbicides/fertilizers minimized where feasible?			
8	Are storm drains stenciled? If no, contact Storm Water Pollution Prevention Division for stencils and paint.			
9	Are storm drain inlets clean and free of debris?			
10	If cleaning of the storm drain was needed, note estimated substance and weight of debris (in tons) since last inspection.			
11	Is area absent of any evidence of a discharge, spill, and or leak?			
12	If a minor spill is observed entering the storm drain system during the inspection, have you reported it to the Storm Water hotline (619-235-1000)? (For significant spills also fill out a 24-hour discharge form).			
Trash storage areas				
13	Is area reasonably clean and uncluttered?			
14	Are trash cans and garbage bins kept covered?			
15	Is the number and placement of the trash cans sufficient for your facility?			

Question		Y	N	N / A	(If "NO") Resolution
Fueling areas					
16	Is a stocked spill kit available at fuel island?				
17	Is area clean and free of spills? If spill is observed, clean up using dry methods.				
Vehicle/equipment maintenance area					
18	Is work area reasonably clean?				
19	Are drip pans readily available for leaking vehicles?				
20	Are spill containment materials and stocked cleanup kits readily available?				
21	Are maintenance activities contained within the designated area?				
22	Are bulk hazardous materials/liquids stored outside in secondary containment?				
Materials loading/unloading and storage areas					
23	Is area reasonably clean and free of litter, debris and loose material?				
24	Is materials storage area covered?				
25	Are materials and stocked cleanup kits readily available?				
26	If outdoors, is water from surrounding areas prevented from reaching material storage areas?				
27	Are bulk hazardous materials/liquids stored outside in secondary containment?				
Other Important Areas for inspection					
28	Are the BMPs installed properly?				
29	Are BMPs in good working condition? If no, they need to be replaced.				
30. For any ineffective BMPs (i.e., the wrong BMP is used), describe an effective replacement BMP and update your URMP section.					

SPECIAL EVENTS STORM WATER SITE COMPLIANCE INSPECTION CHECKLIST

I. Inspection Information

Special Event Category_____	Person Inspecting:_____
Date/Time of Inspection_____	Phone Number:_____

II. Special Event Information

NAME OF SPECIAL EVENT	
EVENT ADDRESS	ZIP CODE
EVENT HOST/COORDINATOR	PHONE

III. General Site Conditions and Storm Water Best Management Practices Review

		Yes	No	N/A	(If "No") Resolution
General	Does event have BMPs in place?				
	Is event reasonably clean and free of litter and debris?				
	Are enough trash cans provided for event?				
	Are storm drain inlets protected?				
	Is there storm water signage at applicable locations?				
Trash storage areas	Is area reasonably clean and uncluttered?				
	Are trash cans and garbage bins being disposed of needed?				
Spill Kits	Spill containment and cleanup kits readily available at designated spots?				
	Is there evidence of discharges, spills, and or leaks in any areas?				
End of Event	Was area left clean?				
	Were all BMPs, signage and chalk removed from site?				
	Are the storm drains clean of debris?				

IV. Reporting Pollutant Discharges

NOTE: If a spill is observed, and the spill entered the storm drain system, please report the discharge to the City's Storm Water Hotline: (619) 235-1000.